



# LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748  
www.hivcommission-la.info

*While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.*

## OPERATIONS COMMITTEE MEETING MINUTES October 21, 2010

**Approved**  
**1/20/2011**

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/ CONSULTANTS
Mike Johnson, <i>Co-Chair</i>	Nettie DeAugustine, <i>Co-Chair</i>	None	None	Jane Nachazel
Fredy Ceja	Sergio Aviña			Craig Vincent-Jones
Dean Page	Michael Green			Nicole Werner
Karen Peterson				
Robert Sotomayor				

### CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, 10/21/2010
- 2) **Minutes:** Operations Committee Meeting Minutes, 8/19/2010
- 3) **Minutes:** Operations Committee Meeting Minutes, 9/16/2010
- 4) **Table:** Los Angeles County Commission on HIV, Operations Committee, FY 2010 Work Plan, 10/21/2010
- 5) **Table:** Los Angeles County Commission on HIV, Membership Roster, 9/1/2010
- 6) **Table:** Los Angeles County Commission on HIV, Seat Distribution, *ongoing*
- 7) **Commissioner Renewal Application:** James Chud, 10/21/2010
- 8) **Commissioner Renewal Application:** Jeffrey Goodman, 10/21/2010
- 9) **Commissioner Renewal Application:** Stephen Simon, 10/21/2010
- 10) **Table:** Commission on HIV, Membership Attendance, January – March, 10/19/2010
- 11) **Table:** Commission on HIV, Membership Attendance, April – June, 10/19/2010
- 12) **Table:** Commission on HIV, Membership Attendance, July – September, 10/19/2010
- 13) **Template:** Los Angeles County Commission on HIV, Operations Committee Handbook, 10/11/2010 Draft
- 14) **Table:** Los Angeles County Commission on HIV, Comprehensive Training Program (CTP), 10/21/2010

1. **CALL TO ORDER:** Mr. Johnson called the meeting to order at 12:45 pm.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order (**Postponed**).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve Operations Committee Meeting minutes (**Postponed**).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.

## Operations Committee Meeting Minutes

October 21, 2010

Page 2 of 4

---

### 6. PUBLIC/COMMISSION COMMENT FOLLOW-UP:

- Mr. Johnson asked if only the Joint Public Policy (JPP) Committee was addressing the transition to managed care. Mr. Vincent-Jones said JPP and the Standards of Care (SOC) Committees are initiating work, but a meeting is being scheduled with the Insurance Commissioner on several issues. Other voices may be pertinent after that meeting has been scheduled.
- Mr. Johnson suggested additional approaches including meeting with Howard Kahn, Chief Executive Officer, LA Care; the Department of Health Services (DHS), and the Chief Executive Office which is coordinating the restructure.
- He and Ms. Peterson are on the DHS Best Practices Committee addressing issues such as how to contractually accept private payer payments. He felt many clinical administrators and medical officers are not aware how the transition will impact the service delivery system and patients.
- AIDS Healthcare Foundation is the only HIV Medi-Cal managed plan. Other plans must improve to meet PWH needs. The County's CHP will enroll 6,000 clients into LA Care, but will probably continue to contract some services with private providers. DHS handles 15,000 PWH, but 15,000 more are with providers that must launch managed plans to continue services.
- ➡ Mr. Vincent-Jones will add the Medi-Cal transition to Medi-Cal managed plans to the Consumer Caucus agenda.

### 7. CO-CHAIRS' REPORT:

- A. **Committee Work Plan Review:** Mr. Vincent-Jones noted the updated Plan in the packet. He felt the Committee was abreast of its status. While somewhat behind, that is true Commission-wide as the Plan was designed to be ambitious.
- B. **Consumer Caucus Work Plan:** This item was postponed.

### 8. MEMBERSHIP APPLICATIONS:

- Mr. Ceja asked about the Consumer District 3 seat. Mr. Johnson said Ted Liso remains on the Alternate seat pending Latino recruitment to address the demographic under-representation of that population. Mr. Liso is aware of the situation.
- Mr. Johnson has spoken with Bradley Land on increasing recruitment efforts for the Consumer District 5 seat.
- A. **Candidate Nominations:** The item was postponed.

### 9. COMPREHENSIVE TRAINING PROGRAM (CTP):

#### A. Committee Handbook:

- Mr. Johnson noted HRSA requires consideration of two applicants per seat. He felt the "institutional... reasonable or feasible" exemptions under Membership Recruitment and Nominations, page 7, may not be broad enough for hard to fill seats. Mr. Vincent-Jones noted the examples are not exclusive and consensus was to retain language.
- Mr. Johnson suggested the minimal threshold be raised from 30 to 40 as, e.g., being Latino and HIV+ alone would meet the threshold. He felt raising it consistent with more in-depth application materials and the CTP emphasis on training.
- Mr. Vincent-Jones noted the 30-point threshold was chosen originally as that was 5 points above the total of the automatic points for HIV and designated special population status at the time. Scoring sheet revisions will increase that. He felt it unlikely a minimum scoring applicant will be chosen from two applicants, but the Committee had felt some legislatively required category applicants might have difficulty meeting a much higher threshold.
- He noted the higher scoring applicant is recommended if two candidates both receive the minimum score unless there are special circumstances, e.g., a Board Office supports a specific applicant. No applicant need be recommended.
- He suggested 1 point per area plus points for designated special population status. He noted the Committee also has to be more willing to score strictly.
- ➡ Increase threshold score to 35. The relevant Policy/Procedure has to be revised prior to Handbook revision.
- ➡ The Committee will review the Handbook and email any additional comments to Mr. Vincent-Jones by 10/29/2010.

#### B. Training Goals/Learning Objectives: Eligibility and Required Trainings as well Commission and Committee/Caucus Orientations were done previously.

##### 5. Leadership Growth and Development:

###### a. GOALS

- 1) Advance a leadership pipeline and succession planning
- 2) Increase the depth and applications of Commission members' knowledge, skills and abilities
- 3) Facilitate an environment for improved membership learning and decision-making

b. **LEARNING OBJECTIVES**

- 1) Broaden leadership understanding of the HIV system and EMA/Commission governance structure
- 2) Cultivate community leaders and develop leadership potential from multiple constituencies
- 3) Synthesize and integrate multi-disciplinary planning and implementation processes

c. **OUTCOME(S)**

- 1) Raised level of community engagement
- 2) Stronger relationship between the technical and human components of decision-making
- 3) Better group dynamics and organizational functionality
- 4) Decision-making and implementation innovation

d. **INDICATORS**

- 1) More efficient and results-oriented meetings and planning sessions
- 2) Successful decision implementation and work product
- 3) Community HIV leadership effectiveness

6. **Continuing Education:**

a. **GOALS**

- 1) Increase depth and breadth of Commission member skills and expertise
- 2) Harmonize various skills sets for comprehensive decision-making
- 3) Expand Commission member technical skills and knowledge base

b. **LEARNING OBJECTIVES**

- 1) Enhance the ability of Commission members to contribute to the process
- 2) Make Commission members' contributions more effective
- 3) Refine evidence-based decision-making

c. **OUTCOME(S)**

- 1) Closed knowledge gaps
- 2) Greater Commission member confidence to participate and contribute
- 3) More effective planning and decision-making

d. **INDICATORS**

- 1) Increased productivity
- 2) Quality and quantity work product
- 3) More efficient decision-making

**C. Pol #09.4209: Comprehensive Training Program:** This item was postponed.

**D. Commission Handbook:**

- Mr. Vincent-Jones indicated that an Executive Committee member had strongly encouraged launching Commission Orientation after the November Commission meeting. He is preparing this Handbook for the first of the two sessions 11/18/2010.
- He found San Francisco's planning council handbook especially good. It reviews the body's mechanics with rules and procedures, committee functions and expected conduct. He will include a section on required trainings from the CTP.
- Mr. Johnson said DHS is moving its bi-annual sexual harassment training to web-based format. Mr. Vincent-Jones said County Counsel has previously advised the Commission when it is due and presented it at a Commission meeting along with the cultural diversity training. He did not know how they would proceed in the web-based format.

**E. Leadership Growth/Development:**

- Mr. Vincent-Jones noted mentoring is listed in the CTP as one module of interpersonal growth. Previous attempts to expand mentoring have been challenging. Commissioners are now simply encouraged to support each other. The goal of the module is to broaden the number of people who already make themselves available for inquiries.
- Mr. Johnson said the training being rolled out is already extensive and may well spur additional mentoring. He suggested assessing the new trainings before adding anything else.

## Operations Committee Meeting Minutes

October 21, 2010

Page 4 of 4

---

- Mr. Vincent-Jones noted provider/consumer cross-training is a new component designed to familiarize paired Commissioners with each other's perspectives. It was suggested by consumers and may face provider resistance. He felt it would help in closing the disparity and fostering understanding between provider and consumer perspectives.
- He suggested Commission Co-Chairs assign pairs randomly as peer pressure can prompt engagement.
- ➡ Maintain mentoring as a volunteer activity for the time being. Mr. Vincent-Jones will use the existing memorandum as the basis for guidance developing this format.
- ➡ Commission Co-Chairs will be requested to randomly select provider/consumer cross-training pairs.

### F. Evaluation/Assessment:

- Mr. Vincent-Jones noted the Committee agreed at the last meeting to review the roster for pertinent Commission knowledge and skill sets. Evaluation tools need to be developed for overall training and for training specific in nature.
- The Committee agreed to develop training pre- and post-testing where possible as well as a qualitative tool with a standard section across all trainings and a section specific to each training. Donna Yutzy has provided templates from some of her materials.
- ➡ An Evaluation Tool Work Group will be scheduled after 12/1/2010 on a day other than Thursday. Members are: Ms. DeAugustine, Mr. Johnson and Ms. Peterson.

### 10. MEMBERSHIP MANAGEMENT:

- A. **Membership Information:** This item was postponed.
- B. **Membership Recruitment:** This item was postponed.
- C. **Application Materials:**
  - ➡ Mr. Vincent-Jones will email final materials for Committee review for Commission presentation.
- D. **Membership Evaluation/Assessment:** This item was postponed.

11. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):** This item was postponed.

12. **COMMITTEE OPERATIONS:** This item was postponed.

13. **POLICIES AND PROCEDURES:** This item was postponed.

14. **ALTERNATE OPERATIONAL RESOURCES:** This item was postponed.

15. **NEXT STEPS:** There was no additional discussion.

16. **ANNOUNCEMENTS:** There were no announcements.

17. **ADJOURNMENT:** The meeting was adjourned at 2:50 pm.